



MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Central Office - District 5

09/25/2006

Date Posted

10/10/2006

Notify Contact Person By

Human Resources Technician / Senior Human
Resources Technician

Job Title

R01029 / R01030

Job Title Code

Central Office / Human Resources Division

District/Division/Office

2211 St. Marys Blvd

Location of Vacancy

6 / 8

Salary Grade

\$2,217.00 / \$2,508.00

Min. Monthly Salary

Ernestine Gage

Supervisor/Team Leader

Lois Fairchild

Contact Person (Name)

FAIRCL

(USERID)

573-526-1047

(Area Code/Telephone No.)

SAFETY-SENSITIVE JOB:

YES

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NO

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PHYSICALLY DEMANDING JOB:

YES

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NO

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Note: Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.

Job Summary:

--- Human Resources Technician ---

The human resources technician provides routine administrative and paraprofessional support in human resources related functions, including resolving routine issues and questions with a moderate degree of independence. Complex questions and nonstandard issues are referred to the appropriate personnel. Responsibilities are performed under moderate supervision.

--- Senior Human Resources Technician ---

The senior human resources technician provides advanced administrative and paraprofessional support in human resources functions, including resolving standard issues and minor nonstandard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

--- Human Resources Technician ---

High School Diploma or GED

Two years of advanced (beyond entry-level) clerical experience in human resources or related positions.

--- Senior Human Resources Technician ---

High School Diploma or GED

Two years of technical experience in human resources or related positions.

Supervisory Responsibilities:

--- Human Resources Technician ---

None

--- Senior Human Resources Technician ---

None

Special Working Conditions/Job Characteristics:

--- Human Resources Technician ---

None

--- Senior Human Resources Technician ---

None

Examples of Work:

--- Human Resources Technician ---

- Inputs personnel transactions in computer system, such as new hires, promotions, transfers, retirements, resignations, and releases.
- Maintains applications and employee files; processes forms and researches employee files to document, record, and/or verify various human resources activities and transactions.
- Prepares reports to monitor activities and ensure compliance with required state and federal programs.
- Tracks and schedules new employees for orientation and training; schedules drug tests and physical examinations for external hires and applicable internal promotions/demotions/transfers.
- Gathers data to complete surveys and responds to inquiries related to employment activities, salary administration, and other human resources activities.
- Prescreens applications for vacancies; maintains applicant information, documents, and qualifications.
- Conducts research related to personnel policies, salary administration, employment activities, training programs, assessment programs, and external civil rights programs.
- Maintains training administration database.
- Coordinates training class scheduling and registration activities; gathers, processes, and prepares summary reports of data received from training evaluations; assembles manuals for training classes; designs and prints class completion certificates.
- Uses computer to develop and update spreadsheets and database reports.
- Performs other responsibilities as required or assigned.

--- Senior Human Resources Technician ---

- Monitors compliance, maintains files, reviews and processes forms, and serves as the contact person for a human resources related program or policy.
- Recruits and assists in the selection of new employees, including affirmative action recruiting, and the promotion or transfer of current employees to authorized vacancies; meets with supervisors to discuss selection needs; monitors selection activities for compliance with internal policies and state and federal guidelines.
- Conducts research related to personnel policies, salary administration, employment activities, training programs, assessment programs, and external civil rights programs.
- Inputs and/or reviews personnel transactions for documentation and compliance with established policies and procedures; may assist with quality assurance.
- Uses computer to develop and update complex spreadsheets and database reports.
- Responds to salary surveys by matching department job classifications with survey job descriptions; provides salary ranges and other statistical data; conducts routine salary surveys of other organizations.
- Collaborates in the design and production of training manuals and handouts; designs layout and edits training manuals from handwritten drafts, copies or submits original manuals for printing; assembles manuals for training classes; designs and prints class completion certificates.
- Designs the presentation and instructor's training outline/script for each training course.
- Gathers, processes, and prepares summary reports of data received from training evaluations.

- Maintains and assists users with database related to department training records and computer-based training; coordinates training class scheduling and registration activities.
- Prepares reports to monitor activities and ensure compliance with required state and federal programs that relate to employment activities, terminations, labor force analysis, Disadvantaged Business Enterprise and Equal Employment Opportunity compliance.
- Provides assistance with new employee orientation and other similar programs.
- Maintains applications and employee files; processes forms and researches employee files to document, record, and/or verify various human resources activities and transactions.
- Leads the work activities of other technical and clerical staff as necessary.
- Performs other responsibilities as required or assigned.

How to apply: In order to be considered for this vacancy you will need to complete the MoDOT internal Job Opportunity Application. Please submit the application and transcripts on or before the application deadline to the HR contact person by e-mail or mail to the address listed below.

**Missouri Department of Transportation
HR Services
2211 St. Marys Blvd
P.O.Box 1787
Jefferson City, MO 65102**

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.